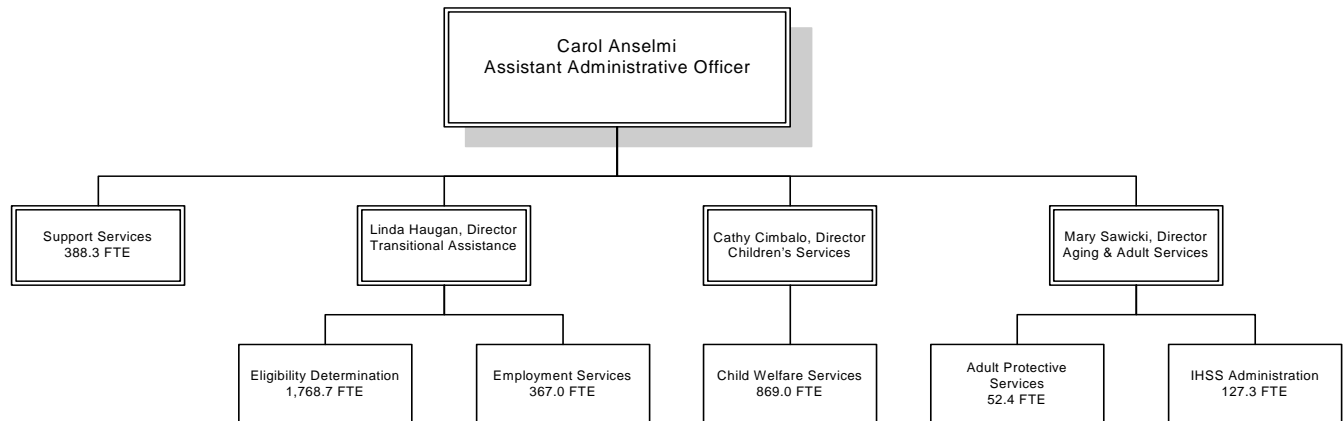


## HSS – Administrative Claim

### MISSION STATEMENT

The Human Services System works to build a healthy community by strengthening individuals and families, enhancing quality of life and valuing people.

### ORGANIZATIONAL CHART



### DESCRIPTION OF MAJOR SERVICES

This budget unit represents the administrative claim made by the county for social services programs under applicable mandatory federal and state regulations. Included are Transitional Assistance Department (Eligibility and Employment Services), Department of Children's Services (DCS), Adult Services programs of the Department of Aging and Adult Services (DAAS), and the administrative support and training functions provided by HSS Administration and the Performance, Education and Resource Center (PERC).

#### Transitional Assistance Department (TAD)

TAD strives to meet the basic needs of individuals and families while working with them to attain self-sufficiency. TAD is responsible for the administration of the financial support programs that assist the needy with basic services. The primary services provided are statutory mandates and include: Transitional Assistance to Needy Families (TANF), food stamps, Medi-Cal, foster care administration, general relief assistance, CalWORKs – Employment Services Program and child care. All programs are funded by a combination of federal, state, Realignment and county dollars, with the exception of the general assistance program, which is funded solely by the county.

TAD-Eligibility ensures a proper mix of basic services that include, but are not limited to, screening applications for type of services needed, conducting eligibility determinations for the above mentioned services, calculating ongoing benefit issuance, and referring customers to appropriate agencies for services not provided by TAD.

TAD-Employment Services provides its customers remedial and/or basic education, and vocational or on-the-job training to prepare participants to enter the job market. Eligible customers receive supplemental funding for ancillary, childcare, and transportation costs during their active participation in the program. Failure to comply with program requirements results in loss or reduction of the participants' TANF subsistence payments.

#### Department of Children's Services (DCS)

DCS is a collection of programs aimed at reducing the occurrence of child abuse and neglect in San Bernardino County. The primary goal of these programs is maintaining families whenever possible. When not possible, the secondary goal is to provide the best permanent plan for the child removed from his or her caretaker. To accomplish the mission of DCS, a wide variety of services are offered. Child Protective Services is the program with the highest visibility, with the goal of prevention of abuse to minors and the protection of those abused.



Other DCS programs include:

- Emergency Response (ER): investigates allegations of child abuse and neglect and makes immediate plans to ensure the safety of endangered children. This is often the “front door” for clients entering the Child Welfare System.
- Family Maintenance (FM): builds on families’ strengths and helps to remove barriers so children can remain safely at home.
- Family Reunification (FR): works to make the family environment a safe one so children can return home.
- Permanency Planning (PP): ensures that children who are unable to live safely with their birth families can grow up in a safe and secure permanent living arrangement.
- Foster Parent Recruitment and Training, along with Foster Home Licensing: maintains and creates out-of-home placement resource options throughout the county.
- Adoptions: performs assessments of adoptive families and matches children with permanent families when their birth families are no longer an option.
- Independent Living Program: assists youth in successfully transitioning out of the foster care system.

#### Department of Aging and Adult Services (DAAS)

DAAS serves as the area agency on aging for this county under the provisions of federal law, which makes funds available to senior citizen programs. Area agencies on aging provide leadership for defining objectives, establishing priorities, and developing a system to deliver services to older people. DAAS has a separate consolidated budget for the state and federally funded aging programs, which is presented in its own section under Aging Programs. DAAS is also responsible for the In-Home Supportive Services (IHSS) and the Adult Protective Services (APS) programs, which are both budgeted in the Human Services System Administrative Claim budget.

The IHSS program provides personal and domestic services for aged, disabled and blind persons enabling them to remain in their own homes rather than being placed in institutions. The program is operated by the use of the individual provider mode, which is paid directly to the provider by the state. The state then invoices the county for its portion of the individual provider costs. In addition, the county incurs expenses for supervision and administration of the program. These expenses are reflected in the HSS Administrative Claim budget unit. The federal share represents Medicaid dollars made available through participation in the Personal Care Services Program (PCSP).

The APS program investigates and resolves reports on elder and dependent adult abuse. The program provides a wide variety of services in resolving and preventing exploitation or neglect. The services include the investigation of issues, developing a service plan, counseling, referring to other community resources including the IHSS program, monitoring the progress of the client, and following up with the client.

#### **BUDGET AND WORKLOAD HISTORY**

	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>	<b>Estimate 2003-04</b>	<b>Proposed 2004-05</b>
Total Requirements	304,003,111	297,664,713	305,093,692	323,382,345
Departmental Revenue	291,758,831	286,197,963	293,626,942	310,052,303
Local Cost	12,244,280	11,466,750	11,466,750	13,330,042
Budgeted Staffing		3,422.7		3,576.7

#### **Workload Indicators**

TAD Average Monthly Caseload	171,994	197,120	205,602	218,496
DCS Referrals - Annual	53,811	63,825	55,344	57,004
DCS Average Monthly Caseload	7,224	8,642	8,482	8,821
IHSS Average Monthly Caseload	13,687	14,163	15,308	16,959
IHSS Annual Paid Hours	13,530,196	14,596,235	14,654,268	16,407,161



Workload indicators: The increase in Transitional Assistance (TAD) monthly caseload is a result of dramatic growth in Medi-Cal caseload. This growth is attributable to changes in Medi-Cal eligibility requirements, which allow more people to qualify for aid. Changes also allow clients currently receiving benefits to remain qualified for a longer period of time. In-Home Supportive Services (IHSS) monthly caseload continues to increase at a rapid pace. Although paid IHSS service hours are projected to be slightly higher than budget, total County share is projected to be under budget by approximately \$0.5 million due to a temporary increase in the Federal Medicaid Assistance Percentage (FMAP) rate in 2003-04. This increased the federal rate of reimbursement from 50% to 53.3% and reduced the County share.

Allocations received from the state in August and September 2003 resulted in significant funding increases for many programs included in this budget unit. Medi-Cal, Food Stamps, and other TAD and Children's Services programs received additional funding due to additional program requirements in those programs. To restore selected previous cuts and to utilize the additional funds HSS prepared a Board Agenda Item requesting approval to increase staffing levels, increase appropriations and increase revenue. This item, Adjustments to 2003-04 Final Budget For The Human Services System Administrative Claim Budget Unit, was presented to and approved by the Board of Supervisors as Item #49 on December 2, 2003. This action increased appropriations and revenue by \$22.4 million. Budgeted staffing was increased by 123 positions.

Estimates for 2003-04 reflect the projected effect of the increases approved in the December 2, 2003 Adjustment (see comparison chart on following page).

- ◆ Salary and benefit expenditures are estimated to exceed Final Budget appropriations by \$0.7 million yet will under expend, by \$13.3 million, the additional \$14.0 million approved in the December 2, 2003 Adjustment. Continued attrition and HSS's inability to quickly fill positions as they become vacant accounts for most of these savings. Uncertainty of the state's budget and the possibility of future funding cuts continue to contribute to elevated levels of staff attrition. This uncertainty also necessitates additional scrutiny of requests to fill vacant positions, which slows the hiring process.
- ◆ Services, supplies, other charges and equipment expenditures are estimated to exceed Final Budget appropriations by \$7.9 million and reflect the expectation that, cumulatively, expenditures will remain within the appropriation levels approved in the December 2, 2003 Adjustment. Overall savings in these appropriation units are estimated to be approximately \$0.5 million below the increases allowed by the adjustment.
- ◆ Operating transfers reflect expected savings of \$1.3 million. Of this, \$1.0 million will be saved due to delays in providing medical benefits to In-Home Supportive Services (IHSS) providers this year. The remaining \$0.3 million savings is a result of lower than anticipated costs of the IHSS Public Authority.
- ◆ Revenue is estimated to increase commensurately with the increase in expenditures and will be adequate to keep this budget unit within the budgeted local cost.



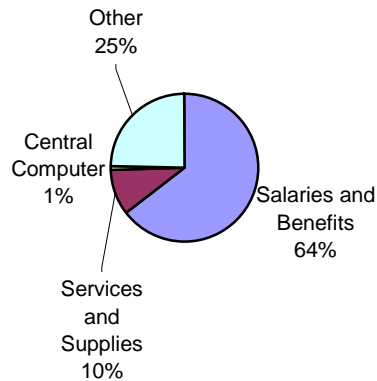
**Comparison: Year End Estimates to Levels Approved in December 2, 2003 Adjustment**

	<b>2003-04 Final Budget</b>	<b>2003-04 Midyear Amended Budget</b>	<b>2003-04 Year- End Estimates</b>	<b>Variance to 2003-04 Midyear</b>
<b><u>Appropriations</u></b>				
Salaries and Benefits	188,776,134	202,767,083	189,511,505	(13,255,578)
Services and Supplies	30,758,008	34,766,879	34,470,508	(296,371)
Central Computer	2,810,896	2,810,896	2,810,896	-
Other Charges	44,289,658	47,606,091	47,425,074	(181,017)
Equipment	386,209	940,209	927,137	(13,072)
Transfers	<u>31,176,218</u>	<u>31,497,002</u>	<u>31,156,257</u>	<u>(340,745)</u>
Total Exp Authority	298,197,123	320,388,160	306,301,377	(14,086,783)
Less:				
Reimbursements	<u>(2,030,842)</u>	<u>(1,784,467)</u>	<u>(1,442,084)</u>	<u>342,383</u>
Total Appropriation	296,166,281	318,603,693	304,859,293	(13,744,400)
Operating Transfers Out	<u>1,498,432</u>	<u>1,498,432</u>	<u>234,399</u>	<u>(1,264,033)</u>
Total Requirements	297,664,713	320,102,125	305,093,692	(15,008,433)
<b><u>Revenue</u></b>				
Fines & Forfeitures	-	-	10,706	10,706
Use of Money and Prop	-	-	10,881	10,881
Realignment	42,447,640	42,967,627	40,698,706	(2,268,921)
State, Fed or Gov't Aid	240,713,779	262,303,717	249,512,810	(12,790,907)
Current Services	452,600	987,933	1,265,482	277,549
Other Revenue	2,553,944	2,346,098	2,097,954	(248,144)
Other Financing Sources	<u>30,000</u>	<u>30,000</u>	<u>30,403</u>	<u>403</u>
Total Revenue	286,197,963	308,635,375	293,626,942	(15,008,433)
Local Cost	11,466,750	11,466,750	11,466,750	-

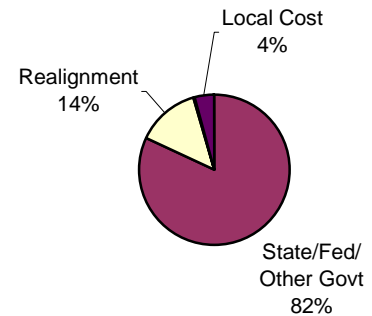


## 2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY

## 2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Human Services System  
 DEPARTMENT: HSS Administrative Claim Budget  
 FUND: General



BUDGET UNIT: AAA DPA  
 FUNCTION: Public Assistance  
 ACTIVITY: Administration

## ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
<b>Appropriation</b>								
Salaries and Benefits	189,511,505	188,776,134	26,349,104	(780,000)	-	214,345,238	(6,158,254)	208,186,984
Services and Supplies	34,470,508	30,758,008	6,116,721	-	-	36,874,729	(4,437,500)	32,437,229
Central Computer	2,810,896	2,810,896	(54,961)	-	-	2,755,935	-	2,755,935
Other Charges	47,425,074	44,289,658	6,791,011	-	-	51,080,669	(2,952,402)	48,128,267
Equipment	202,565	-	204,000	-	-	204,000	25,000	229,000
Vehicles	350,000	-	350,000	-	-	350,000	(350,000)	-
L/P Equipment	374,572	386,209	-	-	-	386,209	(131,408)	254,801
Transfers	31,156,257	31,176,218	320,784	-	-	31,497,002	699,000	32,196,002
Total Exp Authority	306,301,377	298,197,123	40,076,659	(780,000)	-	337,493,782	(13,305,564)	324,188,218
Reimbursements	(1,442,084)	(2,030,842)	246,375	-	-	(1,784,467)	159,453	(1,625,014)
Total Appropriation	304,859,293	296,166,281	40,323,034	(780,000)	-	335,709,315	(13,146,111)	322,563,204
Oper Trans Out	234,399	1,498,432	-	-	-	1,498,432	(679,291)	819,141
Total Requirements	305,093,692	297,664,713	40,323,034	(780,000)	-	337,207,747	(13,825,402)	323,382,345
<b>Departmental Revenue</b>								
Fines and Forfeitures	10,706	-	-	-	-	-	-	-
Use Of Money & Prop	10,881	-	-	-	-	-	-	-
Realignment	40,698,706	42,447,640	5,219,504	-	298,365	47,965,509	(3,715,701)	44,249,808
State, Fed or Gov't Aid	249,512,810	240,713,779	32,941,874	(780,000)	-	272,875,653	(8,052,157)	264,823,496
Current Services	1,265,482	452,600	-	-	-	452,600	(88,600)	364,000
Other Revenue	2,097,954	2,553,944	-	-	-	2,553,944	(1,968,944)	585,000
Other Financing Sources	30,403	30,000	-	-	-	30,000	-	30,000
Total Revenue	293,626,942	286,197,963	38,161,377	(780,000)	298,365	323,877,705	(13,825,402)	310,052,303
Local Cost	11,466,750	11,466,750	2,161,657	-	(298,365)	13,330,042	-	13,330,042
Budgeted Staffing		3,422.7	123.0	-	-	3,545.7	31.0	3,576.7



## 2004-05 REQUIREMENTS

Uncertainties about the state budget and the lack of specifics regarding possible effects on social services programs have led HSS to prepare the 2004-05 budget using the assumption that allocations will remain unchanged from those received to date in 2003-04. The state does not prepare allocations until after the state budget is approved; therefore, it is expected that HSS will not receive funding notifications until August or September 2004. Differences between this budget and allocations received from the state will be addressed in a mid-year adjustment similar to the Adjustments to 2003-04 Final Budget For The Human Services System Administrative Claim Budget Unit referenced previously.

Overall requirements are \$25.7 million more than requested in the 2003-04 budget, but are only \$3.3 million more than approved in the December 2, 2003 Adjustment. Salary and Benefit costs will increase by \$5.4 million from the December 2, 2003 Adjustment due to higher costs in retirement, workers compensation and MOU increases. Based on the budgeted staffing levels in the December 2, 2003 Adjustment, these cost increases were estimated to be \$12.7 million in 2004-05. However, the increase is only \$5.4 million because budgeted employee salaries and step increases in 2003-04 were significantly more than actual costs, while the level of attrition was greater than expected. In 2004-05, budgeted salary & benefit costs include a more precise estimate of employee salaries and estimated attrition.

The increases in Salaries and Benefits are offset by reductions made in Services and Supplies and Other Charges of \$5.3 million. These reductions are further offset by a projected increase in IHSS of \$3.2 million. The increase from the December 2, 2003 Adjustment to the 2004-05 Proposed Budget is summarized below:

(In millions)	Increase (Decrease) from 2003-04 Midyear budget
Salaries & Benefits	5.4
Services & Supplies, Other	(5.3)
IHSS	3.2
Overall increase	3.3

Highlights of the changes between budget years are as follows:

- ♦ Overall, staffing will increase 154 positions since the 2003-04 final budget. Included in this increase are 123 positions approved by the Board in the December 2, 2003 Adjustment to help meet new requirements of the Medi-Cal and Food Stamp programs. An additional 31 positions are being requested. Of these, 25 Public Service Employee (PSE) positions are requested to act as full-time interpreters in TAD offices, 2 PSE positions are requested by DCS to provide Parent Relations Program services, 1 Supervising Public Health Nurse is requested to direct health related services to DAAS clients and 3 positions are requested to correct dual-fill situations in DCS funded County Counsel positions.

	TAD	DCS	DAAS	C-IV/ITSD	Support	Total
2003-04 final budget	2,019.7	863.0	179.7		360.3	3,422.7
2003-04 midyear adjustment	2,134.7	871.0	179.7		360.3	3,545.7
Positions transferred within budget	(9.0)	(6.0)		15.0 *		
2004-05 proposed budget	2,150.7	870.0	180.7	15.0	360.3	3,576.7

Difference between 2003-04 final budget & 2004-05 proposed budget	131.0	7.0	1.0	15.0	-	154.0
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\* Existing Consortium IV (C-IV) and Information Technology Support Division (ITSD) positions were moved within this budget unit from TAD and DCS to ITSD, in order to more accurately reflect appropriate organizational reporting authority. Consortium IV is the new welfare automation system scheduled to go live in October 2004.



- ◆ Salary and Benefit costs will increase \$19.4 million. This increase is a combination of additional staff, negotiated MOU increases, salary step increases, retirement contribution increases and worker's compensation cost increases. These increased costs are possible due to funding increases received in 2003-04 and on-going cost containment efforts implemented by HSS in the services, supplies and equipment accounts.
- ◆ Services and supplies costs will increase \$1.6 million. \$1.1 million savings in COWCAP offsets \$2.7 million increases in the General Liability Insurance and Presort and Packaging accounts.
- ◆ Other charges for services to clients will increase \$3.8 million. This is due to increased costs for IHSS Provider payments.
- ◆ Equipment costs will increase \$0.1 million. Some increases in the cost of new equipment will be offset by a reduction in lease/purchases. There are currently no plans to purchase vehicles in 2004-05.
- ◆ Transfers to reimburse other county departments for services provided will increase \$1.0 million. Most of this is a result of increases in facility lease costs reimbursed to Real Estate Services Department.
- ◆ Reimbursements from other county departments for services provided by HSS will decrease \$0.4 million. This reflects a loss of \$0.2 million reimbursement for the cost of HSS leased space no longer occupied by Department of Child Support Services and a loss of a \$0.2 million reimbursement from Department of Behavioral Health for beds in a crisis residential center.
- ◆ Operating transfers out will decrease \$0.6 million. \$0.1 million savings can be attributed to lower costs of the IHSS Public Authority. \$0.5 million savings is due to a negotiated decrease in the amount that will be paid to provide medical benefits to IHSS Providers.

## REVENUE

Available federal and state revenue will increase \$22.0 million from 2003-04 levels. This is due to funding increases received from the state. Significant revenue changes between budget years are as follows:

- ◆ Funding for TAD programs increased \$18.3 million from the prior fiscal year. This is a result of increases of \$1.3 million in CalWORKs funding, \$1.2 million in Food Stamp Administration funding, \$14.7 million in Medi-Cal Administration funding, \$0.4 million increase in FSET and Foster Care Administration funding and a decrease of \$2.2 million in funding for various other programs. Also included is the use of \$2.9 million of CalWORKs Incentive funds. HSS believed that the CalWORKs Incentive funds were going to be taken back by the state last year; however, unspent funds were reinstated to the counties and are currently available for use. Some of the available funds will be used to retain contracted services provided to CalWORKs clients.
- ◆ It is expected that funding for DCS programs will remain at the current levels of appropriation, which results in an increase of \$3.1 million over the prior fiscal year.
- ◆ It is estimated that funding for DAAS programs will increase \$0.6 million over the prior fiscal year.

## LOCAL COST

All HSS programs are state and/or federal mandates and the county share of funding is either mandated as a percentage of total program costs or as fixed maintenance of effort. County share is comprised of a combination of local funding sources and revenue from the Social Services Realignment fund. The Social Services Realignment fund was created during the State Realignment process to offset local cost and is limited to use for designated social services programs.

In aggregate the HSS Administrative Claim Budget Unit requires a net additional county share of cost of \$3.7 million. An additional \$1.9 million in General Fund Local Cost has been included in the targets approved by the Board. The remaining \$1.8 million will be provided from Realignment. Changes to local funding requirements are as follows:

- ◆ TAD programs will require \$0.2 million additional county share. While available funding has increased \$18.3 million, only \$0.2 million is required as a local share to match the additional FSET and Foster Care Administration funding. This very small increase in local share is possible because most TAD programs require a fixed Maintenance of Effort (MOE) as county share.
- ◆ DCS programs will require \$0.1 million more county share. A \$2.8 million increase in funding for Child Welfare Services (CWS) programs requires a match of only \$0.1 million in local share. A \$1.0 million increase in Adoptions program funding requires no local share. A \$0.7 million decrease in funding for other programs results in no local share savings.
- ◆ DAAS programs will require \$0.2 million additional county share. A \$0.6 million increase in funding for IHSS Administration and Adult Protective Services requires a match of \$0.2 million in local share.

- ◆ DAAS-IHSS Public Authority and cost of IHSS providers will require \$3.2 million more local funding. An expected increase of \$3.8 million for provider payments is due to an expected 12.4% increase in paid hours for services provided to clients. This increase is partially offset by an expected \$0.5 million reduction in negotiated medical benefits and a \$0.1 million decrease in local share required to fund the IHSS Public Authority

The need for additional revenue from Realignment is driven by the increase in county share of cost for programs as outlined above and the practice of financing most local share increases and local financing decreases with revenue from Realignment. Total additional revenue required from Realignment is \$1.8 million. This represents the net effect of increased local share and local funding lost as a result of the state budget impact.

Due to declining sales tax revenues, and the fact that growth will now occur on a lower base amount, it will soon be impossible for Realignment to continue to fund all of the additional costs associated with mandated HSS programs. The draw on the Social Services Realignment Fund has begun to increase rapidly and is projected to continue to increase at a pace that will soon surpass receipts. When this occurs local county general fund dollars will then be required to pay for any mandated HSS program costs that cannot be covered by Realignment.

	2003-04 Estimated	2004-05 Proposed Budget	Inc/(Dec)
Administrative Claim budget	12.2	10.8	(1.4)
IHSS provider payments/benefits	28.3	33.2	4.9
IHSS Public Authority	0.2	0.3	0.1
Foster Care	25.0	28.2	3.2
Aid to Adoptive Children	2.0	2.8	0.8
Seriously Emotionally Disturbed Children	1.3	1.5	0.2
Total Social Services	69.0	76.8	7.8
Probation	4.3	3.8	(0.5)
California Children's Services	1.5	1.5	-
Financial Administration-MOE	1.8	1.8	-
Grand Total	76.6	83.9	7.3



**History of Social Services Realignment and Local Cost  
HSS Administrative Budget and Subsistence Budgets**

	99/00	00/01	01/02	02/03	03/04 estimated	04/05 proposed budget
<u>Administrative budget (DPA)</u>						
Realignment	8.0	8.4	10.4 *	15.8 **	12.2	10.8
Local cost	8.2	11.4	13.1	12.3	11.5	13.3
<u>IHSS Providers (DPA)</u>						
Realignment	12.7	14.2	18.4	23.5	28.3	33.2
<u>IHSS Public Authority (DPA)</u>						
Realignment			0.1	0.2	0.2	0.3
<u>Foster Care (BHI)</u>						
Realignment	16.7	19.1	21.4	23.3	25.0	28.2
Local cost	14.2	16.7	14.0	13.9	13.8	13.5
<u>Aid to Adoptive Children (ATC)</u>						
Realignment	0.5	0.5	0.7	1.5	2.0	2.8
Local cost	0.3	0.6	1.0	0.9	1.2	1.2
<u>Seriously Emotionally Disturbed (SED)</u>						
Realignment	0.9	0.9	0.9	1.5	1.3	1.5
Local cost	0.3	0.5	0.7	0.5	0.7	0.7
<u>All other subsistence budgets</u>						
Local cost	6.3	4.7	6.1	6.5	6.6	7.5
<b>Total Realignment</b>	<b>38.8</b>	<b>43.1</b>	<b>51.9</b>	<b>65.8</b>	<b>69.0</b>	<b>76.8</b>
<b>Total Local cost</b>	<b>29.3</b>	<b>33.9</b>	<b>34.9</b>	<b>34.1</b>	<b>33.8</b>	<b>36.2</b>
<b>Grand Total</b>	<b>68.0</b>	<b>77.0</b>	<b>86.8</b>	<b>99.9</b>	<b>102.8</b>	<b>113.0</b>

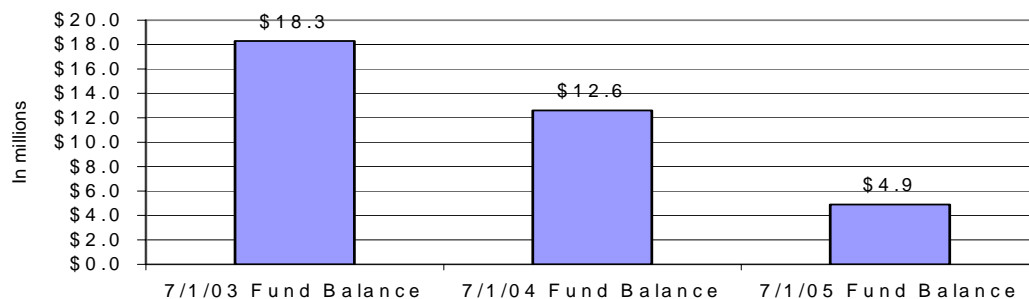
\* 01/02 Includes one-time needs of \$300,000

\*\* 02/03 Includes one-time needs of \$4.6 million

**Social Services Realignment Fund Balance  
(in millions)**

2003-04	Activity	Change
July 1, 2003 Fund Balance	18.3	
Estimated Expenditures	(76.6)	
Estimated Revenues	65.7	
10% Transfer from Beh. Health	5.2	
<b>June 30, 2004 Estimated Fund Balance</b>	<b>12.6</b>	<b>(5.7)</b>
2004-05	Activity	Change
July 1, 2004 Estimated Fund Balance	12.6	
Estimated Expenditures	(83.9)	
Estimated Revenues	70.9	
10% Transfer from Beh. Health	5.3	
<b>June 30, 2005 Estimated Fund Balance</b>	<b>4.9</b>	<b>(7.7)</b>

**Social Services Realignment Fund Balance**



**Departments included in the Administrative Claim budget are summarized as follows:**

**FUNDING AND STAFFING BY PROGRAM  
2004-05**

<b>Transitional Assistance Department</b>	<b>Appropriation</b>	<b>Revenue</b>	<b>Local Share</b>	<b>Staffing</b>
CalWorks - Eligibility	32,768,889	30,695,170	2,073,719	422.0
Food Stamps	34,121,587	26,255,317	7,866,270	440.4
CalWorks - Welfare to Work	38,146,965	38,146,965	-	367.0
Medi-Cal	49,902,491	49,902,491	-	644.0
Foster Care Administration	5,009,137	4,257,766	751,371	64.6
Child Care Administration	15,028,616	15,015,463	13,153	193.7
CalWorks - Mental Health	4,714,587	4,714,587	-	-
Cal-Learn	1,683,818	1,683,818	-	-
C-IV Consortium Funding	1,931,565	1,931,565	-	14.0
CalWorks - Incentive Funds	2,823,911	2,823,911	-	-
General Relief Administration	527,521	-	527,521	5.0
Other Programs	1,488,347	1,942,487	(454,140)	-
<b>Total</b>	<b>188,147,434</b>	<b>177,369,540</b>	<b>10,777,894</b>	<b>2,150.7</b>

<b>Department of Children's Services</b>	<b>Appropriation</b>	<b>Revenue</b>	<b>Local Share</b>	<b>Staffing</b>
Child Welfare Services	71,955,653	62,158,653	9,797,000	786.5
Promoting Safe and Stable Families	2,807,608	2,807,608	-	-
Foster Training and Recruitment	231,363	231,363	-	2.5
Licensing	809,753	809,753	-	-
Support and Therapeutic Options Program	863,299	604,309	258,990	-
Adoptions	4,020,406	4,020,406	-	44.0
ILP	2,196,491	2,196,491	-	24.0
Other Programs	1,181,533	1,181,533	-	13.0
<b>Total</b>	<b>84,066,106</b>	<b>74,010,116</b>	<b>10,055,990</b>	<b>870.0</b>

<b>Aging and Adult Services</b>	<b>Appropriation</b>	<b>Revenue</b>	<b>Local Share</b>	<b>Staffing</b>
In-Home Supportive Services	11,301,764	9,585,484	1,716,280	128.3
Adult Protective Services	5,061,253	4,837,356	223,897	52.4
IHSS Provider Payments	32,667,434	-	32,667,434	-
IHSS Provider Benefits	500,000	-	500,000	-
Contribution to Aging	420,906	-	420,906	-
IHSS PA	319,141	-	319,141	-
Other Programs	-	-	-	-
<b>Total</b>	<b>50,270,498</b>	<b>14,422,840</b>	<b>35,847,658</b>	<b>180.7</b>

<b>Support</b>	<b>Staffing</b>
	<b>375.3</b>

<b>Non Revenue Generating Costs</b>	<b>Appropriation</b>	<b>Revenue</b>	<b>Local Share</b>	<b>Staffing</b>
PERC Training Expense	150,000	-	150,000	
PERC Ethics Training	195,000	-	195,000	
LLUMC - Child Assess Center	130,000	-	130,000	
Other	423,308	-	423,308	
<b>Total</b>	<b>898,308</b>	<b>-</b>	<b>898,308</b>	<b>-</b>

**Total Local Share** **57,579,850**

**Social Services Realignment** **44,249,808**

**Grand Total Administrative Budget** **323,382,345** **265,802,496** **13,330,042** **3,576.7**



**Changes, by department, are as follows:**

### **TRANSITIONAL ASSISTANCE DEPARTMENT (TAD)**

#### **STAFFING CHANGES**

Increases in funding as a result of additional program/workload requirements, have allowed TAD to add 131.0 positions since the reductions made in the 2003-04 budget.

- ◆ 115 net positions were added in the December 2, 2003 Adjustment. Of these, 100 were unclassified Eligibility Worker II positions that are defined as serving at the pleasure of the appointing authority and are subject to available program funding.
- ◆ 25 additional Public Service Employee (PSE) positions are being added to provide temporary translator help in TAD offices. If adequate funding is received, TAD will request permanent positions.
- ◆ 9 positions have been moved from TAD to HSS Information Technology Support Division (ITSD) to assist with the development and implementation of Consortium IV, the statewide automated welfare system that will be operational in November 2004. Many of these positions will return to TAD at some point after implementation.

Most of these TAD staffing increases are necessary because of additional reporting and performance requirements of the Medi-Cal Program. Additional federal and state funding has been allocated to counties as a result of these requirements.

#### **PROGRAM CHANGES**

Increases in staffing levels made possible by increased Food Stamp and Medi-Cal funding have allowed TAD to enhance service levels to clients in an effort to meet mandated performance requirements. Stagnation of other funding, primarily CalWORKs, has forced TAD to streamline its methods of service delivery. In an effort to accomplish more with less, TAD has moved CalWORKs Employment Services Program staff from some stand-alone offices into a few of the larger TAD offices. This results in substantial savings of leased facility costs and centralization of services for CalWORKs clients. Clients can now apply for aid, obtain Employment Services counseling, arrange for training assistance, and coordinate subsidized child-care in one office. This effort to co-locate offices will continue into 2005.

CalWORKs Incentive Funds – When building the 2003-04 budget, all indications were that these funds would no longer be available and TAD made appropriate reductions to expenditures for goods and services provided to clients. These funds were restored in the 2003-04 state budget process and now, unless new legislative action is taken, any unspent funds can be rolled over into subsequent years. \$21.4 million is currently available for use. Expenditures are limited to the direct support of CalWORKs clients in the form of goods or services, including services provided by TAD staff. Because of the limited-time nature of these funds, they are not planned to be used to support staff or other ongoing costs in 2004-05. However, it may be necessary to utilize these funds to bridge the gap between increases in staffing costs and reductions in allocations in future years. In 2004-05, \$2.8 million of these funds will be used to support current levels of Transportation and Ancillary services to CalWORKs clients.

### **DEPARTMENT OF CHILDREN'S SERVICES (DCS)**

#### **STAFFING CHANGES**

Increases in funding have allowed DCS to add 7.0 positions since the reductions made in the 2003-04 budget.

- ◆ 8 net positions were added in the December 2, 2003 Adjustment.
- ◆ 2 PSE positions are being added to provide Parent Relations Program services. DCS will work with Human Resources to establish a new classification and recruit permanent positions.
- ◆ 3 positions are being added to correct dual-fill situations in DCS funded County Counsel positions.
- ◆ 6 positions have been moved from DCS to HSS ITSD. It has been determined that these positions have never been funded directly by DCS. They have been moved to ITSD to more appropriately reflect their reporting authority.



## **PROGRAM CHANGES**

Funding increases have allowed DCS to add \$2.0 million to expenditures for direct services to clients. These expenditures are for services and supplies provided to clients in an effort to keep families intact. All such expenditures are directly charged to the Child Welfare Services allocation and will have no effect on other components of the HSS Administrative Claim budget unit. Net funding increases of \$3.1 million for DCS programs require a match of only \$0.1 million in local share.

## **DEPARTMENT OF AGING AND ADULT SERVICES (DAAS)**

### **STAFFING CHANGES**

Funding increases have allowed DAAS to add 1.0 Supervising Public Health Nurse position to direct medical services to medically fragile adults in the IHSS and APS programs. The position will also supervise other Public Health Nurses in various Aging programs. Formerly these services were provided via a contract with the Public Health department.

### **PROGRAM CHANGES**

IHSS - Individual Provider costs. This program is an entitlement program that provides personal and domestic services for aged, blind and disabled persons, enabling them to remain in their homes rather than be institutionalized. Paid hours to IHSS providers in 2004-05 are expected to increase 12.4% over 2003-04. Local funding is required for the county share of the IHSS Individual Provider wages and benefits, and the operating costs of the IHSS Public Authority. An additional \$3.2 million of local funding is necessary due to projected caseload growth in 2004-05.

Additionally, local cost is given to the Aging budget through the HSS Administrative Claim budget to fund local match requirements in several Aging programs (Senior Employment, Supportive Services, Ombudsman, and Nutrition programs). In 2004-05, local cost budgeted in this budget unit will fund the following Aging programs:

Senior Employment Program	Local Share Match	36,000
Title III/VII Programs (Supportive Services Ombudsman, Nutrition)	Local Share Match	119,000
Title IIIIE Family Caregiver Program	Local Share Match	117,906
Nutrition Program	Additional Local Share	148,000
	Total	<u>420,906</u>

## **SUPPORT DIVISIONS**

### **STAFFING CHANGES**

Given the uncertainties of the state budget situation, HSS has been prudent with regards to staffing decisions. No additional administrative staff has been added since the reductions made in the 2003-04 budget. Any increases to staffing made possible by the availability of increased funding have been made only in those programs providing direct services to clients. 15 positions have been shifted from departments as follows:

- ◆ 9 positions have been moved from TAD to HSS ITSD to assist with the development and implementation of Consortium IV, the statewide automated welfare system that will be operational in November 2004. Many of these positions will return to TAD at some point after implementation.
- ◆ 6 positions have been moved from DCS to ITSD. It has been determined that these positions have never been funded directly by DCS. They have been moved to ITSD to more appropriately reflect to their reporting authority.

Neither of these staffing shifts has actually resulted in additional support staff, but have been made to correct organizational reporting and funding structures.



## PROGRAM CHANGES

Net budget increases of \$2.4 million have been made in administrative overhead costs, which are shared by all HSS departments in this budget unit. The intent of these budget increases is to restore services, supplies and equipment appropriations to actual expenditure levels experienced to date in 2003-04. Resulting cost increases have been allocated among all programs included in this budget unit.

The following chart provides an overview of the funding sources and local share requirements for the programs that are budgeted in the HSS Administrative Claim budget.

### REVENUE SOURCE AND LOCAL COST BREAKDOWN

	Appropriation	Revenue					Local Cost	% Local Cost	
		Federal	% Federal	State	% State	Total Federal/State	Local Share		
Transitional Assistance Department									
Food Stamps	34,121,587	14,917,936	44%	11,337,381	33%	26,255,317	7,866,270	23%	This is the fixed County MOE for the CalWorks Single Allocation which is split between Eligibility and Food Stamps. \$9,939,989
Single Allocation									
CalWorks - Eligibility	32,768,889	21,967,087	67%	8,728,082	27%	30,695,169	2,073,720	6%	
CalWorks - Mental Health	4,714,587	-	-	4,714,587	100%	4,714,587	-	-	
CalWorks - Cal-Learn	1,683,818	841,909	50%	841,909	50%	1,683,818	-	-	
CalWorks - Welfare to Work	38,146,965	38,146,965	100%	-	-	38,146,965	-	-	
CalWorks - Child Care Admin - Stage	6,868,167	6,868,167	100%	-	-	6,868,167	-	-	
Total Single Allocation	84,182,426	67,824,128		14,284,578		82,108,706	2,073,720		Remainder of Single Allocation for Stage 1 Childcare is \$38,919,611 (provider payments) and is accounted for in ETP budget.
Medi-Cal	49,902,491	24,951,246	50%	24,951,246	50%	49,902,491	-	-	
Foster Care Administration	5,009,137	2,616,682	52%	1,641,084	33%	4,257,766	751,371	15%	
Child Care Administration									
Stage 2	5,992,237	5,215,265		776,972		5,992,237	-	-	
Stage 3	1,456,155	1,101,768		354,387		1,456,155	-	-	
CPS - GAPP	148,855	-		135,702		135,702	13,153		This is the fixed County MOE for Childcare Administration. \$13,153
Federal Block Grant - FAPP	563,202	563,202		-		563,202	-	-	
C-IV Consortium Funding	1,931,565	-	-	1,931,565	100%	1,931,565	-	-	
CalWorks - Incentive Funds	2,823,911	2,823,911	100%	-	-	2,823,911	-	-	
General Relief Administration	527,521	-	-	-	-	-	527,521	100%	
Food Stamp Employment Training	1,170,181	784,321	67%	-	0%	784,321	385,860	33%	
Other	318,166	318,063	100%	103	0%	318,166	(840,000)		This total includes \$80,000 for Out-Stationed Eligibility Workers, 200,000 for Fraud Collection, 485,000 for PERC revenue collected, 20,000 from Sheriff for children assesment, 55,000 from State
Total	188,147,434	121,116,522		55,413,018		176,529,540	10,777,895		
Department of Children's Services									
Child Welfare Services - Basic	65,037,718	33,438,333	51%	21,399,385	33%	54,837,718	10,200,000	16%	
Child Welfare Services - Augmentation	6,917,935	3,574,615	52%	3,343,320	48%	6,917,935	-	-	
CWS Total	71,955,653	37,012,948		24,742,705		61,755,653	10,200,000		Augmentation Funds shall be expressly used for Emergency Response, Family Maintenance, and Permanent Placement components of CWS and shall not be used to supplant existing CWS funds. These funds will be available only by exhausting the total CWS Basic allocation. Failure to fully expend budgeted funds would result in reduction
Promoting Safe and Stable Families	2,807,608	2,807,608	100%	-	-	2,807,608	-	-	
Foster Training and Recruitment	231,363	143,422	62%	87,941	38%	231,363	-	-	
Licensing	809,753	366,818	45%	442,935	55%	809,753	-	-	
Support and Therapeutic Options Program	863,299	-	-	604,309	70%	604,309	258,990	30%	
Adoptions	4,020,406	1,905,672	47%	2,114,734	53%	4,020,406	-	-	
ILP	2,196,491	2,196,491	100%	-	0%	2,196,491	-	-	
Other Programs	1,181,533	501,440	42%	680,093	58%	1,181,533	(403,000)		This total includes \$120,000 for Child Development Grant, 89,000 from CAPIT, 40,000 reimbursement for medical exams for children, 30,000 sales, 80,000 fees, 44,000 Healthy Start.
Total	84,066,106	44,934,399		28,672,717		73,607,116	10,055,990		
Aging and Adult Services									
In-Home Supportive Services	11,301,764	5,580,830	49%	4,004,654	35%	9,585,484	1,716,280	15%	
Adult Protective Services	5,061,253	2,218,094	44%	2,619,262	52%	4,837,356	223,897	4%	This is the fixed County MOE for Adult Protective Services Administration. \$223,897
IHSS Provider Payments Local Match	32,667,434	-	-	-	-	-	32,667,434	100%	IHSS Provider Payments - State pays providers and the county is only billed for its local share of
IHSS Provider Benefits Local Match	500,000	-	-	-	-	-	500,000	100%	
IHSS PA Local Cost Match	319,141	-	-	-	-	-	319,141	100%	
Contribution to Aging Programs	420,906	-	-	-	-	-	420,906	100%	IHSS medical benefits local match of \$500,000.
Other Programs	-	-	-	-	-	-	-	-	
Total	50,270,498	7,798,924		6,623,916		14,422,840	35,847,657		
1,715,047									
Non Revenue Generating Costs									
PERC Training Expense	150,000	-	-	-	-	-	150,000	100%	
PERC Ethics Training	195,000	-	-	-	-	-	195,000	100%	
LLUMC - Child Assess Center	130,000	-	-	-	-	-	130,000	100%	
Other	423,308	-	-	-	-	-	423,308	100%	
Total	898,308	-	-	-	-	-	898,308		
Total Administrative Budget	323,382,346	173,849,845	54%	90,709,651	28%	264,559,496	57,579,850	17.8%	

This is the fixed County MOE for the CalWorks Single Allocation which is split between Eligibility and Food Stamps. \$9,939,989

Remainder of Single Allocation for Stage 1 Childcare is \$38,919,611 (provider payments) and is accounted for in ETP budget.

All childcare totals are for administration only. The remainder of these allocations are budgeted within the ETP budget.

This is the fixed County MOE for Childcare Administration. \$13,153

This total includes \$80,000 for Out-Stationed Eligibility Workers, 200,000 for Fraud Collection, 485,000 for PERC revenue collected, 20,000 from Sheriff for children assessment, 55,000 from State

Augmentation Funds shall be expressly used for Emergency Response, Family Maintenance, and Permanent Placement components of CWS and shall not be used to supplant existing CWS funds. These funds will be available only by exhausting the total CWS Basic allocation. Failure to fully expend budgeted funds would result in reduction

This total includes \$120,000 for Child Development Grant, 89,000 from CAPIT, 40,000 reimbursement for medical exams for children, 30,000 sales, 80,000 fees, 44,000 Healthy Start.

This is the fixed County MOE for Adult Protective Services Administration. \$223,897

IHSS Provider Payments - State pays providers and the county is only billed for its local share of IHSS medical benefits local match of \$500,000.



DEPARTMENT: HSS Administrative Claim Budget  
 FUND: General  
 BUDGET UNIT: AAA DPA

## SCHEDULE A

## MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
<b>2003-04 FINAL BUDGET</b>	-	-	-	-
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	12,358,155	10,504,432	1,853,723
Internal Service Fund Adjustments	-	2,052,889	1,744,956	307,933
Other Required Adjustments	123.0	25,911,990	25,911,990	-
<b>Subtotal</b>	<b>123.0</b>	<b>40,323,034</b>	<b>38,161,377</b>	<b>2,161,657</b>
<b>Board Approved Adjustments During 2003-04</b>				
Mid-Year Board Items	-	(780,000)	(780,000)	-
<b>Subtotal</b>	<b>-</b>	<b>(780,000)</b>	<b>(780,000)</b>	<b>-</b>
<b>Impacts Due to State Budget Cuts</b>	<b>-</b>	<b>-</b>	<b>298,365</b>	<b>(298,365)</b>
<b>TOTAL BASE BUDGET</b>	<b>123.0</b>	<b>39,543,034</b>	<b>37,679,742</b>	<b>1,863,292</b>
<b>Department Recommended Funded Adjustments</b>	<b>31.0</b>	<b>(13,825,402)</b>	<b>(13,825,402)</b>	<b>-</b>
<b>TOTAL 2004-05 PROPOSED BUDGET</b>	<b>154.0</b>	<b>25,717,632</b>	<b>23,854,340</b>	<b>1,863,292</b>

## SCHEDULE B

DEPARTMENT: HSS Administrative Claim Budget  
 FUND: General  
 BUDGET UNIT: AAA DPA

## IMPACTS DUE TO STATE BUDGET CUTS

Brief Description of State Budget Cuts	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
All Departments	-	-	298,365	(298,365)
Local cost cut due to State budget impact to general fund. Will use Realignment revenue if available.				
<b>Total</b>	<b>-</b>	<b>-</b>	<b>298,365</b>	<b>(298,365)</b>



## SCHEDULE C

DEPARTMENT: HSS Administrative Claim Budget  
 FUND: General  
 BUDGET UNIT: AAA DPA

## DEPARTMENT RECOMMENDED FUNDED ADJUSTMENT

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. TAD-Eligibility: Add 25 PSE Translators Addition of 25 translators for temporary help in Transitional Assistance offices. If funding is received, TAD will ask for permanent positions.	25.0	593,500	593,500	-
2. DCS: Add 2 PSEs for Parent Relations Program To fill an immediate need for a new program initiative, Dept will work with HR to develop a new classification and begin recruitment process to hire regular employees.	2.0	66,292	66,292	-
3. DCS: Add 1 Deputy County Counsel IV, 1 Clerk II, and 1 Clerk III position Positions are located in County Counsel and funded with DCS funding. Positions are needed to correct three dual-fill situations. Not adding staff.	3.0	-	-	-
4. DAAS: Add 1 Supv Public Health Nurse DAAS previously contracted with Public Health for the services provided by this position. Position will now be budgeted in this budget unit.	1.0	83,430	83,430	-
5. HSS Admin: Add 1 Statistical Methods Analyst To correct an underfill situation.	1.0	-	-	-
6. HSS Admin: Delete 1 Social Services Practitioner Deletion of position currently being underfilled by Statistical Methods Analyst	(1.0)	-	-	-
7. All departments: Decrease in salaries and benefits Adjustment due to over-budgeting salaries and benefits in 2003-04 midyear budget adjustment, as a result of over-estimating increases in retirement, workers comp, salary increases, and under-estimating attrition	-	(6,901,476)	(6,901,476)	-
8. All departments: Reductions in services and supplies Decreases in COWCAP, system development charges, computer hardware and software, public legal notices, equipment, maintenance of equipment, data processing equipment, professional services	-	(4,437,500)	(4,437,500)	-
9. TAD: Reductions in services to clients Decreases in client transportation and childcar capacity building	-	(2,952,402)	(2,952,402)	-
10. HSS Admin: Increase in fixed asset equipment Fork lift purchase for warehouse	-	25,000	25,000	-
11. All Departments: Decrease in fixed asset vehicles No vehicles budgeted	-	(350,000)	(350,000)	-
12. All Departments: Decrease in lease-purchased equipment Reduction due to completed lease-purchases for equipment purchased in prior years	-	(131,408)	(131,408)	-
13. All Departments: Increases in Transfers and Reimbursements Increases in building lease payments, offset by decreases in MOUs with other County depts.	-	179,162	179,162	-
<b>Total</b>	<b>31.0</b>	<b>(13,825,402)</b>	<b>(13,825,402)</b>	<b>-</b>

